

FEB 7 1939  
BMQ-201-NCE

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.

1938 AGRICULTURAL CONSERVATION PROGRAM  
NORTH CENTRAL REGION

INSTRUCTIONS TO COUNTY OFFICES REGARDING THE  
ISSUANCE OF MARKETING CARDS AND THE TRANSFER OF QUOTA  
FOR BURLEY AND DARK AIR-CURED TOBACCO

Forms

The following is a list of the forms to be used in connection with the 1938-39 Burley and Dark tobacco marketing quotas:

Form 38-Tobacco No.

Burley	Dark	Title	To be prepared by
25	25	Certificate of exemption.	Producer
27	27	Request for sale subject to penalty.	Producer
39	43	Notice of farm marketing quota.	County office
40	44	Operator's receipt for marketing card.	County office
41	45	Marketing card.	County office
55	55	Memorandum of warehouse sale.	Field Assistant
56	56	Memorandum of nonwarehouse sale.	Field Assistant
57	57	Receipt for memorandum of sale forms.	Field Assistant
58	58	Daily auction warehouse report.	Field Assistant
59	59	Dealer's daily report.	Field Assistant
60	60	Memorandum of resale.	Field Assistant
61	61	Daily report of producers' sales suspended.	Field Assistant
62	62	Auction warehouse report.	Warehouseman
63	63	Dealer's report of purchases and resales.	Dealer
64	66	Authorization for quota transfer.	County office or field assistant
65	67	Record of quota transfer.	County office
68	68	County office transfer book.	County office
70	71	Receipt for transfer deposit.	County office
72	69	Regulations.	-----



### SECTION 1.--ISSUING MARKETING QUOTA CARDS

The county committee shall issue for each farm on which Burley or dark air-cured tobacco was produced in 1938 one or more marketing cards, as requested by the operator, showing in total the marketing quota computed for the farm in accordance with the Quota Procedure.

A. Persons to issue card. The county committee shall designate one of its members or the Secretary of the County Agricultural Conservation Association as the person authorized to issue marketing cards for farms in the county. Only one person shall be designated by the committee for this purpose, and, in the absence of a specific designation, the Secretary of the County Agricultural Conservation Association shall be deemed to be the person so designated.

B. Persons to whom card is issued. Marketing cards shall be issued in the name of the operator of the farm, for the benefit of all producers of tobacco on the farm. The operator must sign Form 38-Tobacco-40, "Operator's Receipt for Marketing Card", which has been prepared by the issuing agent by entering thereon the marketing card number, amount of quota, and the names of all the producers interested in the tobacco produced on the farm. The county committee may, upon the request of any person interested in the tobacco produced on a farm, issue to the operator individual cards for each interested person in an amount equal to his proportionate share of the total farm marketing quota.

#### C. Entries on card.

1. Upon each marketing card issued shall be typed or written in ink the following information:
  - (a) the State and county code and serial number of the farm for which the marketing card is issued;
  - (b) the number of the marketing card (number the first card for a farm "1", and number consecutively the subsequent cards issued for such farm);
  - (c) the name and address of the operator;
  - (d) as soon as available, the amount of the marketing quota, expressed in words on the face of the marketing card, and expressed in figures on the inside of the marketing card in Column 1 opposite the word "Quota" (put only one digit in each small column, with the last digit always in the right-hand column; block out the columns to the left of the amount by a line);

- (e) the date on which the marketing card is issued:  
and
  - (f) the signature of the issuing agent.
2. If more than one card is issued for the farm, the total amount of quota transferable to the farm (i.e. 10 percent of the farm quota or 500 pounds, whichever is larger) shall be apportioned among the several cards according to the ratio which the amount of quota for which the card is issued is of the total quota for the farm. There shall be entered on each card, immediately below the heading, Marketing Card (1938-39 Tobacco), the words "Maximum Increase by Transfer" (or "Max. Incr. by Trans."), followed by the amount so apportioned to the card.
- When only one card is issued for the farm, no such entry shall be made thereon, but any additional card issued to such farm thereafter shall have entered thereon the words "No Increase by Transfer" (or "No Incr. by Trans."), except when an additional quota is allocated to a farm from reserves or from an appeal which results in a final quota of more than 5000 pounds. In this event, enter the words "Maximum Increase by Transfer" (or "Max. Incr. by Trans."), followed by the additional amount which can be transferred to the farm as a result of the increase in the quota.
3. The last step in the issuance of a marketing card shall be the signing of it by the agent authorized by the county committee to issue such cards. Such card shall be signed at the time it is issued and delivered to the operator. The operator of the farm to whom the card is issued shall sign the card in ink at the same time he signs the receipt.

D. Operator's receipt for marketing card. The county office shall prepare an original and one carbon copy of "Operator's Receipt for Marketing Card", (Form 38-Tobacco-40 for Burley and Form 38-Tobacco-44 for dark air-cured tobacco) for the operator of each farm for which a quota is established. The operator shall sign the original of this form before receiving the marketing card. The carbon copy of this receipt shall be delivered to the operator.

## SECTION II.--RECORDING SALES AND COMPUTATION OF PENALTIES

A. Entries made by field assistants. When a producer calls at the warehouse office for his check, his marketing card and his sales bill will be presented to the field assistant, who will issue a

memorandum of sale before the warehouseman settles with the producer. If the sales bill is not for tobacco produced on the farm, as identified by the marketing card, a memorandum of sale will not be issued.

The following is an illustration of the entries made on the marketing card by a field assistant for a sale of 500 pounds of tobacco:

Pounds (1)	Serial No. of Memo. of Sale and Date (2)	Code and Serial No. Signature (3)
Quota :---: 1 : 0 : 0 : 0	000,000	(No entry except for transfer)
Pounds : : : : : : sold :-----: 5 : 0 : 0	11-28-38	(No entry except for transfer)
Unused : : : : : : quota :-----: 5 : 0 : 0		

B. Computing the penalty on a sale, part of which is within quota and part subject to penalty. Where a part of the sale is within quota and a part subject to penalty, the gross price of the sale within quota will be the higher valued tobacco, while the gross price of the sale subject to penalty will be the lower valued tobacco. For example, if a sales bill showed four lots, as follows:

100 pounds at 20 cents	\$20.00
100 pounds at 15 cents	15.00
100 pounds at 10 cents	10.00
100 pounds at 5 cents	5.00

and the unused quota, as shown on the marketing card, is 250 pounds, the gross price of the sales within quota would be \$40.00. The gross price of the 150 pounds of tobacco sales subject to penalty would be \$10.00. The 100 pounds of tobacco sold at 5 cents, the lowest price, and 50 pounds of the 10-cent tobacco, would be used as sales subject to penalty. The balance of the tobacco, which was the higher valued tobacco, would be used as sales within quota. The penalty would be \$5.00, which is 50 percent of the sale price.

C. Request for sale subject to penalty. Provision is made whereby a producer may pay the penalty on a sale of tobacco although such sale is not in excess of his unused quota on the date of sale. If the producer elects to pay the penalty, no entry covering such sale shall be made on the marketing card. The memorandum of sale in such case shall be issued as covering a sale subject to penalty, and the penalty computed in the usual manner.

### SECTION III.--TRANSFER OF QUOTA

A. Persons to make transfers in county office. The county committee shall designate one of its members or the Secretary of the County Agricultural Conservation Association as the person authorized to make transfers in the county office for farms in the county. Only one person shall be designated by the committee for this purpose, and, in the absence of a specific designation, the Secretary of the County Agricultural Conservation Association shall be deemed to be the person so designated.

Direct transfers between two farms may be made by a field assistant or by the person authorized to make transfers in the county office. Transfers made through a county office transfer book may be made only by the person authorized to make such transfers at the county office.

B. Transfer from a farm. The amount of quota which may be transferred from a farm shall not exceed the difference between the farm quota and the sum of:

- (a) the tobacco available for marketing from the farm;
- (b) the tobacco marketed solely for nicotine or other by-product uses; and
- (c) the tobacco grown for experimental purposes only by a publicly-owned experiment station.

The form "Authorization for Quota Transfer", (Form 38-Tobacco-64 for Burley and Form 38-Tobacco-66 for dark air-cured tobacco) is made up in sets with the carbon inserted. The authorization shall be completely filled in before the operator of the farm from which quota is to be transferred signs it. The entries on the authorization for quota transfer shall show the code and serial number of the farm from which quota is to be transferred, the number of pounds to be transferred, and either:

- (a) the code and serial number, and the name of the operator, of the farm to which the quota is to be transferred, or
- (b) the name of the county and the State and county code, if the quota to be transferred is to be entered in the county office transfer book.

The person authorized to make transfers shall either know the operator signing the authorization or shall know the witness to the

operator's signature, and shall be satisfied that the operator of the farm from which the quota is to be transferred actually did sign the authorization before he makes the entries on the cards and signs the authorization. When the person authorized to make transfers has signed the authorization for quota transfer, it becomes also a record of quota transferred from the farm, and the copies of the form will be filed or mailed according to the instructions on the form.

The entries on the marketing card for the farm from which quota is transferred shall be made as follows:

Column (1)

- (a) Enter the number of pounds transferred on the line marked "Pounds Sold".
- (b) On the line immediately below, marked "Unused Quota", enter the difference between the previous unused quota and the pounds transferred. Line out vacant blocks to the left of the entry.

Column (2)

- (a) Enter the date on the line opposite the balance of the unused quota prior to such transfer.
- (b) Enter the words "Subtract Transfer" or "Sub. Trans." opposite the number of pounds transferred.

Column (3)

- (a) The person who made the transfer shall sign his name opposite the date.
- (b) Enter the code and serial number for the farm to which the quota is transferred, or the name of the county and State, if the quota is entered in the transfer book, opposite "Subtract Transfer" or Sub. Trans."

The following is an illustration of the entries to be made on the marketing card to record transfers from the farm:

	Pounds (1)	Serial No. of Memo. of Sale and Date (2)	Code and Serial No. Signature (3)
Quota	1 0 0 0	000,000	
Pounds sold	5 0 0	11-28-38	
Unused quota	5 0 0	11-29-38	John Doe
Pounds sold	5 0 0	Sub. Trans.	00-000-0
Unused quota	----- 0		

C. Transfer to a farm. The amount of quota which may be transferred to a farm shall not exceed the larger of (1) 10 percent of the quota for the farm, or (2) 500 pounds.

The total amount of quota transferable to a card will be either:

- (a) the amount entered as transferable to the card in the space immediately below the heading, Marketing Card (1938-39 Tobacco), or
- (b) if no amount is entered in this space, the amount of quota transferable to the card will be the larger of: (1) 10 percent of the quota for the farm, as shown on the card, or (2) 500 pounds.

To determine the amount of quota transferable to the card at any time, subtract the total of all previous transfers to the card from the maximum amount transferable to the card at time of issuance.

In the case of a direct transfer between two farms, the "Authorization for Quota Transfer", (Form 38-Tobacco 64 for Burley and Form 38-Tobacco-66 in the case of dark air-cured tobacco), when signed by the person authorized becomes also a record of quota transferred to the farm, as well as a record of quota transferred from the other farm. The copies of this form will be filed or mailed according to the instructions on the form.

The form "Record of Quota Transfer", (Form 38-Tobacco 65 for Burley and Form 38-Tobacco-67 in the case of dark air-cured tobacco) is made up in sets with the carbon inserted. In the case of a transfer to a farm from the transfer book, the "Record of Quota Transfer" shall show the number of pounds to be transferred, the name of the county from

which the transfer is made, the State and county code from which the transfer is made, and either:

(a) the code and serial number, and the name of the operator, of the farm to which the quota is to be transferred, or

(b) the name of the county and the State and county code, if the quota to be transferred is to be entered in the county office transfer book.

The entries on the marketing card for the farm to which quota is transferred shall be made as follows:

Column 1.

(a) Enter the number of pounds transferred on line marked "Pounds Sold".

(b) On the line immediately below, marked "Unused Quota" enter the sum of the two previous items, i. e. unused quota and pounds transferred. Line out vacant blocks to the left of the entry.

Column 2.

(a) Enter the date on the line opposite the balance of unused quota prior to such transfer.

(b) Enter the words "Add Transfer" or "Add Trans.", opposite number of pounds transferred.

Column 3.

(a) The person who made the transfer shall sign his name opposite the date.

(b) Enter the code and serial number for the farm from which the quota is transferred, or the name of the county and State, if the quota is transferred from a transfer book, opposite "Add Transfer" or "Add Trans."

The following is an illustration of the entries to be made on the marketing card to record transfers to the farm:

:	:	Serial No. of	:	Code and Serial No.
:	:	Memo. of Sale	:	Signature
:	:	and Date	:	(3)
Quota	:----: 1 : 0 : 0 : 0 :	000,000.	:	
Pounds sold	:----:----: 5 : 0 : 0 :	11-28-38	:	
Unused quota	:----:----: 5 : 0 : 0 :	11-29-38	:	John Doe
Pounds sold	:----:----: 5 : 0 : 0 :	Add Trans.	:	00-000-0
Unused quota	:----: 1 : 0 : 0 : 0 :		:	

D. Transfers to a county office transfer book. The person authorized to make transfers at the county office shall accept for entry in the book only quota from farms located in the county. The entries on the marketing card for the farm from which quota is transferred shall be made as set forth in subsection B, "Transfers from a farm".

Quota received in the county office for transfer through the county office transfer book will be entered in the book in the order received. The following entries will be made on the left-hand page of the book:

Column 1.--Date received.

Column 2.--Code and serial number of the farm from which quota is being transferred.

Column 3.--Name of operator of farm from which quota is being transferred.

Column 4.--Pounds to be transferred from the farm.

If quota is received by transfer from the county office transfer book in another county, it should be entered in the book as indicated above, except that column (2) will show the State and county code, and column (3) will show the name of the county from which quota is received.

Payment will not be made to the producer from whose card quota is transferred to the county office transfer book until the quota has been transferred to a farm and payment received at the county office. When payment actually is made to the producer from whose card quota is transferred to the county office transfer book, an entry will be made on the inside margin of the left-hand page of the book to show that payment has been made.

E. Transfers from a county office transfer book. Requests for transfer will be entered on the right-hand page of the county office

transfer book in the order received. The entries will be as follows:

Column 1.--Date of request.

Column 2.--Code and serial number of farm to which transfer of quota is requested.

Column 3.--Name of operator of farm to which transfer of quota is requested.

Column 4.--No entry at this time.

Column 5.--Payment received for transfer.

When quota is available for transfer at the time the request is made, the entry will be made on the marketing card of the farm to which the transfer is being made as set forth in subsection C "Transfer to a farm". At the same time, the pounds transferred will be entered in column (4), "Pounds Transferred", of the right-hand page of the transfer book.

F. Payment for quota transferred to the transfer book.

1. The operator of the farm to which quota is transferred will be required to furnish a certified check, cashier's check, or money order payable to the operator of the farm from which quota is transferred. This means that one operator may receive several checks in payment for the quota transferred from his farm and that, in other instances, an operator may have to give several checks in payment for the quota transferred to his farm. Enter the date when the transfer was completed on the inside margin of the pages.
2. If the State committee has reason to believe a county or counties in the State will handle a considerable volume of inter-county transfers, they may permit the county committee to authorize the County Treasurer to open an account in the name of "Tobacco Special Deposit Account". In the event such an account is established, the operator of the farm to which quota is transferred will be required to pay for the quota transferred to his farm by certified check, cashier's check, or money order payable to the County Agricultural Conservation Association, or by cash. All such receipts will be deposited in the "Tobacco Special Deposit Account" of the

County Agricultural Conservation Association.  
The date of the deposit will be entered on the outside margin of the right-hand page immediately opposite the payment received for the transfer.

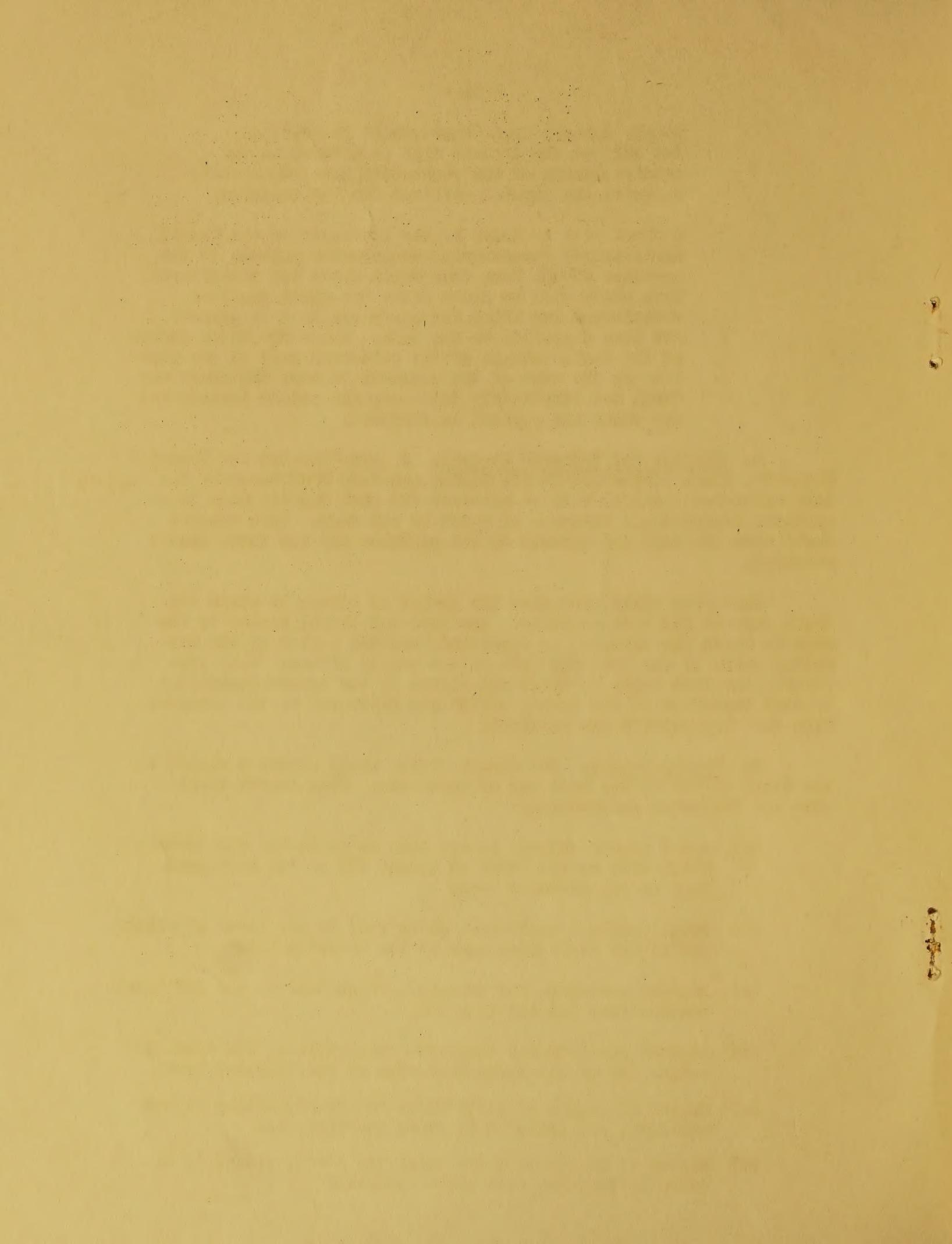
A check will be drawn by the Treasurer of the County Agricultural Conservation Association payable to the operator of the farm from which quota was transferred. This check will be drawn after the quota has been transferred and after the money received in payment has been deposited in the bank. Enter the check number on the inside margin of the left-hand page on the same line as the name of the operator to whom the check was drawn and immediately following the pounds transferred for which the payment is rendered.

G. Receipt for transfer deposit. A form "Receipt for Transfer Deposit", (Form 38-Tobacco-70 for Burley and Form 38-Tobacco-71 for dark air-cured tobacco) will be prepared for each deposit made by a producer requesting a transfer of quota to his farm. This receipt shall show the name and address of the producer and the total amount received.

This form shall also show the number of pounds of quota for which payment has been deposited, the code and serial number of the farm to which the transfer is requested, and the number of the marketing card, if the card was left at the county office. When completed, the form shall be dated and signed by the person authorized to make transfers in the county office and delivered to the producer from whom the payment was received.

H. Weekly report. The county office shall render a report to the State office on the last day of each week. This report shall show the following information:

- (a) total pounds entered in the book as available for transfer, which will be the total of column (4) of the left-hand page of the transfer book;
- (b) total pounds transferred, which will be the total of column (4) of the right-hand page of the transfer book;
- (c) balance available for transfer, which will be the difference between item (a) and item (b);
- (d) payment received for transfer, which will be the total of column (5) of the right-hand page of the transfer book;
- (e) number of pounds of quota which the county wishes to make available for transfer to other counties; and
- (f) number of pounds of quota which the county wishes to acquire by transfer from other counties.



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FEB 7 1939  
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1938 AGRICULTURAL CONSERVATION PROGRAM  
NORTH CENTRAL REGION

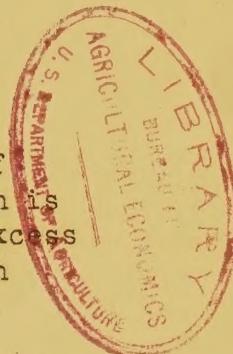
INSTRUCTIONS TO COUNTY OFFICES REGARDING THE  
ISSUANCE OF MARKETING CARDS AND THE TRANSFER OF QUOTA  
FOR BURLEY AND DARK AIR-CURED TOBACCO

(Supplement No. 1)

BMQ 201-NCR, issued December 5, 1938, is hereby amended by the addition at the end of Section III of the following:

Transfers from One County to Another

Based upon the weekly reports rendered to the State office on the last day of each week in accordance with instructions in item H of BMQ-201-NCR, the State office will determine the amount of quota which is to be transferred from a county office transfer book which shows an excess of quota available for transfer to a county office transfer book which shows an excess of deposits for quota and will notify the respective counties accordingly. Upon receipt of such notice, the county whose transfer book shows an excess of deposits for quota will draw a check payable to the county agricultural conservation association for the county whose transfer book shows an excess of quota available for transfer. The amount of the check will be computed by multiplying the number of pounds which the State office has approved for transfer by 5 cents in the case of Burley tobacco, and by 2 cents in the case of dark tobacco.



Upon receipt of the check, the county which has an excess of quota available for transfer shall prepare a record of quota transfer (Form 38-Tobacco 65 in the case of Burley tobacco, and Form 38-Tobacco 67 in the case of dark tobacco) and shall enter on the right-hand page of its transfer book the State and county code and the name of the county from which the check was received, the pounds transferred and the amount of payment received, and the date transferred. The original of the record of quota transfer shall be mailed to the county to which the quota is transferred, and will be the authorization for that county to enter on the left-hand page of its transfer book the State and county code and the name of the county from which the quota was transferred, the number of pounds transferred, and the date received.

Transfer of Quota without Consideration to Farms Designated  
by the County Committee

In instances where an operator of a farm wishes to leave unused quota at the county office to be transferred without consideration to a farm or farms designated by the county committee, the authorization for quota transfer will be prepared in the usual manner, with the exception that no entry shall be made in items a or b, and in lieu thereof shall be added the following words: "transferred, without consideration, to the farm or farms designated by the county committee." The authorization will then read as follows: "Said number of pounds are to be transferred, without consideration, to the farm or farms designated by the county committee."

The county committee shall designate the farms to receive transfer of quota pursuant to such authorization by entering on the back of the authorization for quota transfer (Form 38-Tobacco 64 in the case of Burley tobacco, and Form 38-Tobacco 66 in the case of dark tobacco) the following:

"The farms identified below are hereby designated, pursuant to this authorization, to receive transfers of quota in the amounts indicated.

This certification shall be signed by one member of the county committee for the committee.

The A.A.A. representative authorized to make transfers at the county office will not sign the authorization for quota transfer until the county committee has designated the farms to receive the quota and the marketing cards of such farms, as well as the card for the farm from which the quota is transferred, have been presented and the appropriate entries made thereon by him.